



Sample MRC Coordinator Position Description

This sample is developed in a format frequently used for screening and recruitment purposes. More specific job duties and performance standards are often established for filled positions. These more specific performance standards may include: day to day activities; objectives and expected outcomes for essential responsibilities or duties; descriptions of how responsibilities are to be accomplished; and a percentage of time associated with each responsibility.

MEDICAL RESERVE CORPS (MRC) COORDINATOR

Following are examples based on a review of common MRC coordinator activities. They should be modified based on local needs, expectations, other assigned duties within an organization, and available salary range and labor pool.

Description:

This position works independently in coordination with or under the supervision of the units Advisory Council and (Other). This position is responsible for developing, implementing and administering a local Medical Reserve Corps site following state and national guidelines. This involves the necessary administrative and operational activities associated with the community-based program designed to organize and utilize volunteers who want to donate their time and professional skills to promote healthy living throughout the year as well as to prepare and respond to public health emergencies. This position will be responsible for coordinating local MRC volunteers and activities with local emergency response plans and teams.

Essential Functions:

- Volunteer recruitment and retention
- Program development and evaluation
- Volunteer training, exercise and drills coordination
- Utilization of the VERV database and tracking system for volunteer management
- Program promotion through outreach and presentations
- Implementation of annual action plans that further local MRC efforts and link to the Vermont MRC Network Strategic plan
- Preparation and maintenance of required budgets, reports and management documents
- Coordination and communication with local Emergency Operations Center (EOC), Emergency Support Function (ESF) 8 - Health and Medical support

Examples of Work Tasks:

- Work with state and local public health staff to coordinate program implementation and promotion
- Work with Budget Manager to develop and manage budget, purchase supplies, equipment and contractual services
- Communicate with local emergency response team partners to help plan local emergency response plan and define MRC role
- Attend local emergency planning team meetings
- Verify volunteer credentials through VERV and perform background screening as necessary
- Oversee scheduling and training of volunteers



- Assure all volunteers complete IS100, NIMS700 and general orientation training
- Assess volunteer training needs for mission specific requirements
- Link volunteers to local emergency response drills and exercises
- Assist in planning local emergency response drills and exercises
- Coordinate MRC activities during an actual or simulated emergency response
- Communicate with volunteers through VERV messages, newsletters and emails
- Conduct education and training meetings for MRC volunteers
- Schedule and participate in advisory board (steering group) meetings, prepare meeting agendas, take and distribute minutes
- Maintain records of volunteer training and hours served
- Prepare reports and maintain records as required by state and federal regulations and the Memorandum of Understanding and funding agreement with the Vermont Department of Health
- Conduct presentations on MRC to local organizations
- Prepare marketing materials and work with media to promote the MRC and volunteer recruitment
- Develop community public health education programs

Minimum Qualifications:

- Bachelors degree with a major in public health, emergency management, public safety or related field
- Graduation from high school and education and experience in public health, program administration or emergency management can substitute for a bachelors degree on a year to year basis
- State of Vermont driver's license

Recommended Qualifications:

- Experience as a medical professional such as a Nurse or Emergency Medical Technician
- Experience in program planning, implementation and evaluation
- Experience in community, organization volunteer services
- Experience working with non-profit agencies
- Experience in public relations and marketing
- Experience in a leadership or supervisory position

Knowledge, Skills, Abilities:

- Knowledge of volunteer management, recruitment, training, retention, and recognition
- Knowledge of public health regulations and laws
- Knowledge of confidentiality regulations and laws
- Knowledge of environmental and public health principles
- Knowledge of community service organizations and their role in emergency preparedness and response
- Skill in public speaking



- Skill in use of computer and proficiency in Microsoft Office Word, Excel and PowerPoint software
- Ability to operate standard office equipment
- Ability to communicate effectively orally and in writing to a diverse population
- Ability to implement program policies, rules, regulations and procedures
- Ability to establish and maintain relationships with volunteers, public health staff, local officials, medical community, local organizations, media and the general public
- Ability to work in crisis situations
- Ability to work outside normal business hours
- Ability to travel

Work Environment/Conditions: Could involve occasional field work requiring physical effort including, stooping, kneeling, bending, walking, standing for long periods of time, lifting and working in unlit locations. Work may be outside with exposure to weather conditions, chemicals, fumes, communicable diseases and unsanitary conditions. Conditions may include evening and weekend hours.

Employment is contingent upon successful completion of VT Public Safety and FBI Background Screening Check.